

JOB DESCRIPTION

MUNICIPAL COURT JUDGE

Nature of Work

This is responsible judicial work. Work involves responsibility for serving as presiding judge of the municipal court and accepting pleas, and jury trials, sentencing defendants, ruling on appeals and supervising the maintenance of official records of proceedings. Work is performed with professional independence within the framework of municipal ordinances, judicial proceedings and state laws. Performs other related work as required.

An incumbent is appointed by the City Commission and serves at the Commission's pleasure.

Essential Functions of the Position

Reviews jail roster, pleadings, and trial calendars prior to scheduled sessions of the court; presides at court sessions; accepts pleadings; conducts bench and jury trials as necessary and sentences defendants found guilty; and issues court orders and warrants.

Conducts hearings; rules on motions; pre-trial hearings; scheduling of cases outside regular sessions of the court; reviews records of cases appealed and makes initial ruling on appeals.

Perform legal research as necessary on matters before the court; and studies legal periodicals, new laws and appellate court decisions to maintain current knowledge of judicial developments.

Physical requirements for this position are to periodically sit for eight hours in a day, normal vision and hearing, and be able to effectively communicate with the public.

Requirements of Work

Must be of good moral character, a high school graduate or obtained a GED, a U.S. citizen, a City of Vernon resident, at least 21 years of age, a good credit history, have a stable work record, no felony convictions, and no DUI, DWI, DUID convictions within the last 5 years. Must be able to travel and obtain certification from the State of Texas as a municipal court judge on an annual basis.

Ability to obtain knowledge of the Code of Criminal Procedure, of trial and courtroom procedures, state laws and appellate court rulings as they pertain to a court of limited jurisdiction, the functions and operations of a municipal court, direct all judicial functions of the court, to plan, organize analyze, appraise and organize facts, evidence and precedents and to arrive at sound judicial rulings based on such information, to conduct legal research on matters pertinent to the court, establish and maintain effective working relationships with others.

Skill in effectively interacting and communicating with people of diverse cultural and educational backgrounds, expressing legal interpretations clearly, concisely, using a vocabulary level understandable by the parties concerned.